



## Sample Letter of Intent

**THIS AGREEMENT IS SUBJECT TO BINDING ARBITRATION ACCORDING TO THE TEXAS GENERAL ARBITRATION ACT.**

To: City of Houston  
Administering Department

Date: \_\_\_\_\_

Project Name and Number \_\_\_\_\_

Bid Amount: \_\_\_\_\_ M/W/DBE Goal: \_\_\_\_\_

\_\_\_\_\_  
Prime Contractor agrees to enter into a contractual agreement

with \_\_\_\_\_, who will provide the following goods/  
MWBE Subcontractor

services in connection with the above referenced contract:

\_\_\_\_\_

for an estimated amount of \$ \_\_\_\_\_ or \_\_\_\_\_ % of the total contract value.

\_\_\_\_\_ is currently certified with the City of Houston's  
(M/W/DBE Subcontractor) Affirmative Action and Contract Compliance Office to  
function in the aforementioned capacity.

\_\_\_\_\_  
Prime Contractor

\_\_\_\_\_  
M/W/DBE Subcontractor

intend to work on the above-named contract in accordance with the M/W/DBE Participation Section of the City of Houston Bid Provisions, contingent upon award of the contract to the aforementioned Prime Contractor.

\_\_\_\_\_  
Signed (Prime Contractor)

\_\_\_\_\_  
Signed (M/W/DBE Subcontractor)

\_\_\_\_\_  
Printed Signature

\_\_\_\_\_  
Printed Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date